

Automated Communications Exchange System – ACES

Release Notes – February 28, 2003

On Friday, February 28, 2003, a new release of ACES was implemented. This release has corrected previously identified errors and includes system enhancements. The following is a list of changes that will reflect in ACES on Saturday, March 1, 2003.

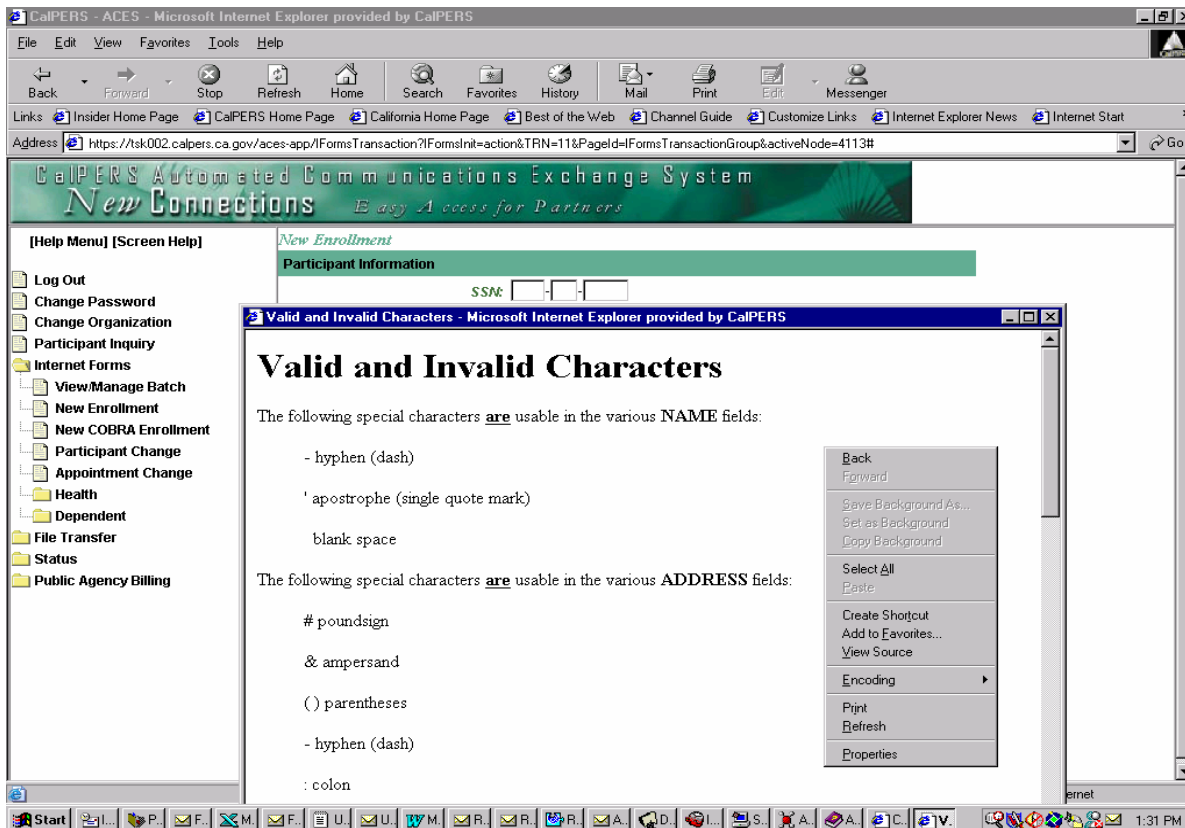
ONLINE “HELP” TEXT

The online “Help” text is again available in this release, and may be accessed as follows:

- To access the “Main Menu” page of the Help text (including links to the **Glossary**), click the **[Help Menu]** link from any screen.
- To access information that pertains only to a *specific screen/function*, click the **[Screen Help]** link while that screen is being used.

When you have a “Help” screen open, you can click on any hypertext links that are **underlined in blue/purple**, and it will open a “Help” window on a related topic. For example, when you are viewing the **New Enrollment** “Help” topic, if you click on the link for **Valid and Invalid Characters**, that will open this “Help” topic. From this open topic, you have the following options:

- To **print** the “Help” topic for future reference, do a **right-click** with your mouse on the open topic, and click on the Print... choice.
- To return to the **previous** “Help” topic, do a **right-click** with your mouse on the open topic, then click on the **Back** choice.



PARTICIPANT INQUIRY

In specific cases, the party rate code has been populating incorrectly on the Subscriber tab. This has been corrected and now matches the party rate on the Enrollment tab.

USER ACCOUNT MAINTENANCE

On the Agency Information page of User Account Maintenance, the **Agency Phone**, Agency Fax and agency **E-Mail Distribution Address** fields have been removed. Communication from CalPERS to ACES users is based on the information listed for each individual ACES user.

CalPERS - ACES - Microsoft Internet Explorer provided by CalPERS

File Edit View Favorites Tools Help

CalPERS Automated Communications Exchange System
New Connections Easy Access for Partners

[Help Menu] [Screen Help] **Maintaining PARTNERS User Accounts** Next >

Agency Information

Agency: Gualala Community Services District

In case we need to send something to your agency, please fill in the following address information.
NOTE: This information should be for your agency's primary or headquarters facility (if more than one):

Physical Address:

Street	P.O. Box	Mailslot
123 Any St		
City	State	Zip
Anytown	California	99999 - -

Mailing Address: (If different from above)

Street	P.O. Box	Mailslot
P.O. BOX 124		
City	State	Zip
GUALALA	California	95445 - -

CalPERS - ACES - Microsoft Internet Explorer provided by CalPERS

File Edit View Favorites Tools Help

CalPERS Automated Communications Exchange System
New Connections Easy Access for Partners

[Help Menu] [Screen Help] **Maintaining PARTNERS User Accounts** Save Access Cancel

User Account Maintenance -MODIFY-

Agency: Gualala Community Services District
SSN: 889-55-6677
Name: Jane Doe

Phone

(999) 999 - 9999 Ext.	Fax () - -
------------------------	-------------

Employee Authentication Word **E-Mail Address**

help	abc@dc.com
------	------------

Business Mailing Address

Street	P.O. Box	Mailslot
P.O. BOX 124		
City	State	Zip
GUALALA	California	95445 - -

Comments:

Done

Start Inbox ... Q:\DAT... C:\WIN... Main Me... Microsoft... F:\ALL... CalPE... 6:02 PM

INTERNET FORMS:

Participant Change & Appointment Change

Agencies that are **Registration Servicers** (i.e., that can submit transactions on behalf of other agencies) should now be able to **view** information and **submit** transactions for **all agencies that they service** (such “served” agencies are referred to as “Benefits Contractors”).

For example, a County Office of Education should be able to submit transactions (e.g., new enrollments, address changes, separations, etc.) for its own staff, but **also** for all school districts within its own county, assuming that such access has been granted to the County Office by CalPERS.

New Health Enrollment

ACES users can now process a New Health Enrollment for:

Employees with multiple appointments under one Registration Servicer
(a Registration Servicer is an agency that processes health and/or membership for other agencies) i.e. a teacher at more than one school district within the same county.

CalPERS - ACES - Microsoft Internet Explorer provided by CalPERS

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address <https://tsk002.calpers.ca.gov/aces-app/FormsTransaction?GetData=action&PagelId=FormsTransactionGroup>

CalPERS Automated Communications Exchange System
New Connections Easy Access for Partners

[Help Menu] [Screen Help]

- Log Out
- Change Password
- Change Organization
- Participant Inquiry
- Internet Forms
 - View/Manage Batch
 - New Enrollment
 - New COBRA Enrollment
 - Participant Change
 - Appointment Change
 - Health
 - New Health Enrollment
 - Change Health Plan
 - Change Coverage
 - Cancel Coverage
 - Change Medical Group
 - Change Premium Payment
 - Dependent
- File Transfer
- Status
- Public Agency Billing

New Health Enrollment

SSN: 555-44-3333 Clear

Name: Pamela Pers Birth Date: 10/17/1963

Organization: John Swett Unified Sch Dist

Multiple Appointments found, please select one.

Click on the effective date to select appointment.

Effective Date	Status	Empl	Coverage Group	Opt	Retirement System	CBU	SCO
05/02/2002	Active	187 72	60004 Misc WSS FULL	No	Public Employees' Retirement	None	None
03/15/2002	Active	187 62	60004 Misc WSS FULL	No	Public Employees' Retirement	None	None
01/22/2002	Active	187 50	60004 Misc WSS FULL	No	Public Employees' Retirement	None	None

1 of 1

Health Enrollment

Health Event Reason:

Event Date: (mm/dd/yyyy)

HBO Received Date: (mm/dd/yyyy)

Health Event Effective Date: (mm/dd/yyyy)

Get MedPlan

Don't Remember

Employees with multiple appointments at one agency, i.e. an instructor at a CSU with multiple positions.

CalPERS - ACES - Microsoft Internet Explorer provided by CalPERS

Address: https://tsk002.calpers.ca.gov/aces-app/FormsTransaction?GetData=action&PagelId=FormsTransactionGroup

CalPERS Automated Communications Exchange System
New Connections
Easy Access for Partners

[Help Menu] [Screen Help]

Log Out
Change Password
Change Organization
Participant Inquiry
Internet Forms
View/Manage Batch
New Enrollment
New COBRA Enrollment
Participant Change
Appointment Change
Health
New Health Enrollment
Change Health Plan
Change Coverage
Cancel Coverage
Change Medical Group
Change Premium Payment
Dependent
File Transfer
Status
Public Agency Billing

New Health Enrollment

SSN: 333-44-5678 Clear

Name: Patrick Pers Birth Date: 08/23/1968

Organization: California State University At San Francisco

Multiple Appointments found, please select one.

Click on the effective date to select appointment.

Effective Date	Status	Empl	Coverage Group	Opt	Retirement System	CBU	SCO
03/01/1998	Active	5646 0	30002 Misc WSS MOD	No	Public Employees' Retirement	R07	255-774-1127-434
04/22/1983	Active	5646 0	30002 Misc WSS MOD	No	Public Employees' Retirement	None	745-868-1127-000
04/11/1983	Active	5646 0	30002 Misc WSS MOD	No	Public Employees' Retirement	R04	255-774-1127-434

1 of 1

Health Enrollment

Health Event Reason: [Dropdown]

Event Date: [mm/dd/yyyy]

HBO Received Date: [mm/dd/yyyy]

Health Event Effective Date: [mm/dd/yyyy]

Get MedPlan

When processing a New Health Enrollment, all active appointments will be shown and the user must select the appropriate appointment by clicking on the Effective Date of that appointment. Please verify that the selected appointment has the correct coverage group/CBU.

*Please note, for an employee with multiple appointments at the same agency, the most current appointment will be attached to the health enrollment regardless of the appointment selected. If the health enrollment needs to be attached to the "oldest" appointment, an HBD 12 will need to be sent in to CalPERS for processing. This will be corrected in a future Release.

PUBLIC AGENCY BILLING

In order to provide more accurate data, two new system tables were required. These new tables were populated with data as of December 1, 2002. Therefore, NO Participant Report queries will be available prior to December 1, 2002. If a retroactive Participant Report is needed, please contact the CalPERS Public Agency Billing Unit.

Participant Status Change Reports have not changed and all queries are available to the users.

** Please note that all data populated in the above screen prints is fictitious.

If you encounter any problems or have any questions regarding this notification, please contact the ACES Employer Assistance Center at 1-888-CalPERS (225-7377).